

# Minutes

**MEETING:** Agency Board  
**DATE:** Thursday 23 February 2012  
**TIME:** 2.00 pm  
**VENUE:** Specialty Schools Room, Beechill House, NIMDTA

## Present

### Members

Mr A Joynes (Chairman)  
Dr RJ Atkinson  
Mr D Morrice  
Mr L Wilson

### Officers

Mr T Hutchinson (Finance Manager)  
Professor D Hussey (Postgraduate Dental Dean)  
Dr C Loughrey (Director for Postgraduate GP Education)  
Ms R Campbell (Human Resources Manager)  
Ms M Roberts (Administrative Director)  
Mr M McCarey (Corporate Governance Manager)

### By Invitation

Mr K Gardiner (Associate Dean for Secondary Care)

### In Attendance

Mrs P Dardis

## 1 APOLOGIES

Mrs J Eve (Non Executive Member)  
Dr J Marley (Non Executive Member)

## 2 DECLARATION OF MEMBERS INTERESTS

None declared.

### 3

## **ANNOUNCEMENTS**

### Dr T McMurray (Chief Executive/Postgraduate Dean)

The Board wished to formally record their regret at the sad loss of Dr Terry McMurray, who had passed away during the Christmas break. Members wished to acknowledge the considerable contribution Dr McMurray in his role as Chief Executive/Postgraduate Medical Dean, had made to the Agency. A memorial service to celebrate his life had been held in the Great Hall at Queen's and had been attended by the Chairman, Non Executive Members and Agency staff. He would be sadly missed.

### Dr RJ Atkinson (Non Executive Medical Member)

The Chairman informed the members that following the last Board meeting he was pleased to announce that he had received written confirmation that Dr Atkinson's tenure on the Board had been extended up to a further period of twelve months

### Mr L Wilson (Non Executive Member)

The Chairman, formally welcomed Mr Lee Wilson, the newly appointed Non Executive Member, to his first meeting of the Board. His appointment to the Board of the Agency had been approved by the Minister for a two-year term with effect from 13 February 2012.

Mr Wilson had also agreed to be a co-opted as a member of the Audit and Governance Sub- Committees.

### Dr C Loughrey (Director for Postgraduate General Practice Education)

The Chairman congratulated Dr Claire Loughrey (Director for Postgraduate General Practice Education) on her appointment as Vice-Chair of the Committee of General Practice Education Directors (COGPED). Both Dr Loughrey and Dr Bonnar (Deputy Director for Postgraduate General Practice Education) had also been proposed as Fellows of the Royal College of General Practitioners (RCGP).

### Dr D Hussey (Postgraduate Dental Dean)

The Chairman also congratulated Dr David Hussey (Postgraduate Dental Dean) on his appointment as Professor of Education to Queen's University, School of Medicine, Dentistry and Biomedical Sciences.

Mr K Gardiner (Associate Dean for Secondary Care)

The Chairman welcomed Mr Gardiner to the meeting. Mr Gardiner would provide invaluable input into the quality management business of the agenda. It was agreed that until the role of Postgraduate Medical Dean was filled, Mr Gardiner should continue to be invited to future Board meetings if his schedule permitted.

**4 MINUTES OF LAST BOARD MEETING (Paper B12/01)**

Minutes of the last meeting held on 17 November 2011, copies of which had been circulated prior to the meeting, were approved.

**5 MATTERS ARISING**

Remuneration Sub-Committee

The Chairman informed members that a meeting of the Remuneration Sub-Committee had been held on 26 January 2012. The recommendations of the committee had been taken forward.

All other business was dealt with under the agenda.

**6 REPORT FROM THE AUDIT SUB-COMMITTEE**

It was reconfirmed that Mr Deane Morrice would be taking over the role of Chair of the Audit Sub-Committee from Mrs Judith Eve from the start of the financial year. Mr Morrice would receive an official letter of appointment as recommended within the National Audit Office, good practice Checklist.

**6.1 Minutes of Meetings**

Members received and discussed the contents of the minute of the meeting of the Audit Sub Committee held on 17 November 2011 and the unconfirmed minute of 26 January 2012 (Paper B12/02).

**6.2 ALB Audit Committee Chairs' Event 29 November 2011 (Paper B12/03)**

Members received and discussed the notes from the ALB Audit Committee Chairs' Event at which Dr Atkinson had represented the Audit Sub Committee. Dr Atkinson informed the members that it was expected that these useful events would be held every six months.

Chairman

### **6.3 Dates for 2012**

The following dates had been confirmed and circulated to the members of the Audit Sub Committee:

- Tuesday 24 April @ 9.30 am
- Thursday 28 June @ 2.30 pm

## **7 REPORT FROM GOVERNANCE SUB-COMMITTEE**

### **Minutes of Governance Committee (Papers B12/04, B12/05 and B12/06)**

Members received and discussed the content of the confirmed minutes from the meetings held on 28 November 2011, 15 December 2011 and unconfirmed minutes from the recent meeting of 24 January 2012.

The Chairman informed the members that the majority of departmental risk registers had now been considered by the Governance Committee. Once this process was complete the next step would be to review the registers and the status of the recommendations.

Governance  
Committee

## **8 FINANCIAL UPDATE**

### **Budget Report (Paper 12/07)**

Members received and discussed the report from the Finance Manager.

Mr Hutchinson, reminded members that the calculations within the report were based upon a series of projections that relied upon the information currently available to Finance from the Department. He stressed again that the calculations also relied upon receiving accurate identification by budget holders of outstanding financial commitments and compliance with procurement procedures.

He further informed the members that although budgets had initially been allocated to fund the equivalent level of activity delivered in 2010/11, following a review of expenditure and projected commitments, some budgets had been reallocated and easements identified. A total of £900k had effectively been returned to the Department this financial year, £650k in the October 2011 monitoring round and £250k at the end of January 2012.

Mr Hutchinson updated the members on the possible variables which could impact on the 2012/13 budget which included the additional cost incurred as a result of NIMDTA joining the HSC IT network.

Mr Hutchinson and Ms Roberts (Administrative Director) also informed members that the UK Foundation Office (UKFPO) had advised the Department of an increase to their contribution to the running costs of recruitment and selection into the Foundation Programme and E-Learning for Health. The Department had asked if the Agency would be able to absorb this cost within its current budget allocation.

Members discussed the progress of the Business Services Transformation Programme (BSTP) and gave an update on the implementation of the two new IT systems. The Finance Procurement and Logistics (FPL) system was on target to go live in August 2012. However, Mr Hutchinson reported that there were delays with the implementation of the HR, Payroll, Travel and Subsistence (HRPTS) system. NIMDTA had received a non-recurrent capital allocation for the purchase of laptops and desktop PCs.

The Chairman wished to acknowledge the efforts of the Finance Team and budget holders.

The Chairman excused Mr Hutchinson from the remainder of the meeting.

## **9 REPORT FROM DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B12/08)**

Members received and discussed the report from the Director for Postgraduate General Practice Education. Attention was drawn to the following and accompanying documents received:

- Review of Readiness for Revalidation in Primary Care in Northern Ireland (RQIA – December 2011)
- PPI Review Activity Report

### **9.1 Specialty Training**

#### General Practice Recruitment

Recruitment to fill the sixty-five training posts had commenced with Stage 3 scheduled for 1 March. The Chairman, schedule permitting and representative from the Business Transformation Services Project (BSTP), had been invited to observe the process.

The recruitment and allocations process had been reviewed and would be forwarded for consultation to the General Practice Specialty Training Committee and British Medical Association (BMA).

### Trainees in Difficulty

In response to an enquiry from the Chairman, the GP Director updated members on the continuing challenges associated with the management of trainees in difficulty and the increasing workload this meant for the General Practice Department

## **9.2 Continuing Professional Development (CPD)**

The GP Director reported that it was hoped that CPD activity would be self financing by the end of the 2012/13 financial year. NIMDTA still received regular requests to run various pro bono events which promoted strategies initiated in the Department.

It was noted that the General Medical Council (GMC) consultation on CPD had just closed. COGPED had responded to the consultation.

## **9.3 GP Appraisal**

Members received and discussed the Regulation Quality Improvement Authority (RQIA) report, 'Review of Readiness for Revalidation in Primary Care in Northern Ireland' which had been published in December 2011. NIMDTA had met with the HSCB and its Responsible Officer to review the recommendations made in the report.

As requested at the February meeting of the Board, Dr Loughrey provided members with an update on the figures for appraisal. The number of GP appraisals had increased significantly and the associated costs had implications for the General Practice budget.

## **9.4 Personal and Public Involvement (PPI)**

The Board received and noted the PPI Activity Report which gave a summary of the Agency's progress in implementing the Departmental guidance on strengthening PPI in Health and Social Care.

Dr Loughrey updated members on the activity of the NIMDTA PPI Reference Working Group and it was noted that NIMDTA in partner with Queen's University and the Safety Forum had successfully bid

for and been awarded funding from the Public Health Agency (PHA) to provide a course heightening awareness in PPI among HSC staff. The course would take place over three days in March.

## **10 REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B12/09)**

Members received and discussed the report from the Postgraduate Dental Dean. Attention was drawn to the following:

### **10.1 Vocational Training/General Professional Training**

Thirty-one dental foundation trainers had been appointed during the recruitment exercise held from 31 January to 2 February. Funding was available for up to forty trainers. A new format had been implemented with the help of Ms Campbell the Human Resources Manager and included the participation of a lay representative. Initial feedback had been positive. The allocation of trainees to training practices had also been completed.

A response was awaited from the Department as to the participation of Northern Ireland in the national scheme with the other UK deaneries for 2013. If the go ahead is given it would alter the selection process for trainees.

### **10.2 Continuing Education**

The uptake for the majority of courses was running at over ninety percent of their potential capacity. A hard copy of the programme for April to June 2012 which will be sent to all Practices will also be available to view on-line.

A hundred and twenty participants had already signed up to attend a major conference on the Management of Pain in Dental Practice which had been organised for 27 April and was being held at Mossley Mill, Newtownabbey.

The Agency, at the request of the Department, had also provided two specific courses relating to Oral Medicine. The courses had been advertised through Intrepid and had been well attended. Feedback had been very positive.

The Practice Decontamination Training currently being delivered by the two part-time DCP tutors has proved very popular. Their services have been booked through until June and it has been necessary to compile a waiting list.

### **10.3 Hospital Dentistry**

Following the successful pilot of the two career development posts in 2011/12 a further four similar posts will be run in 2012/13. The posts will be based in the three training centres in Northern Ireland.

Dental Foundation year two posts will also be advertised.

## **11 REPORT FROM HUMAN RESOURCES MANAGER (Paper B12/10)**

The Board received and discussed the report from the Human Resources Manager. Attention was drawn to the following and accompanying documents received:

- KSF Monitoring Spreadsheet
- Absence Report for period 1.2.11 – 31.1.12

### **11.1 Resourcing**

Ms Campbell updated the Board on posts which had been successfully filled and those posts which were still vacant. She reminded members that due to financial pressures the Agency were operating a vacancy control policy with Senior Management assessing the business case to replace each post.

### **11.2 Recruitment**

Two appointments had been made to the Specialty School Boards. Dr Sally-Anne Philips had been appointed as Head of School for Anaesthesia and Intensive Care Medicine and Dr Brian Mangan as Head of School for Psychiatry.

### **11.3 Recruitment and Selection**

Two recruitment and selection training workshops, which focused on best practice and experiential learning between Specialty Schools, had been provided for Heads, Deputy Heads of School and Training Programme Directors in January. Training was provided by the Human Resources Manager and Associate Dean for Secondary Care and feedback from the workshops, had been very positive.

### **11.4 Dental Recruitment Process for Trainers**

The Human Resources Manager had reviewed the process and upon her recommendation this year's recruitment had been



changed to a two station panel. The Postgraduate Dental Dean, in his report to the Board, had already updated members on the initial positive feedback received.

### **11.5 BSTP and Shared Services**

Human Resources Staff continue to attend the BSTP meetings as required for the introduction of the HRPTS system.

Ms Campbell informed members that there were concerns regarding the possibility of recruitment and selection of junior doctors/dentists being included in Phase I of shared services. The Agency had previously been advised by BSTP that this would not be the case and clarification was being sought from the Department. A meeting had been confirmed for Monday 27 February which would be attended by representatives from the Agency, Department, BSTP and Business Services Organisation Human Resources Department.

Administrative  
Director/HR  
Manager

### **11.6 KSF Appraisal Outlines**

Members noted NIMDTA's favourable position on the KSF monitoring spreadsheet which benchmarked their progress in relation to the rest of HSC organisations. The statistics for NIMDTA showed that they were well advanced in the production of KSF outlines for Agenda for Change posts. The Chairman and members wished to congratulate the Human Resources Manager and her team.

### **11.7 Absence Report**

As requested by the Chairman at the November 2011 meeting, the Human Resources Manager had provided a report detailing absence across each of the Departments.

Members discussed the controls that are currently in place for both administrative staff and those that work on a sessional basis. It was noted that practice differs between Departments in regards to those working for the Agency on a sessional basis and it was suggested that the recording system currently used by the General Practice Department might be transferrable across the other Departments.

Senior  
Management

The Chairman requested that the Senior Management Team consider this issue and report back to the Board.

## **12 REPORT FROM ADMINISTRATIVE DIRECTOR (Paper B12/11)**

The Board received and discussed a report from the Administrative Director, attention was drawn to the following and the accompanying documents received and noted.

- Senior Management Minutes – 1.11.11 & 12.1.12
- Progress against Business Objectives set For 2010/11
- Draft Business Plan 2012/13
- Draft Strategic Plan 2012/15
- Report on Complaints/Incidents/Accidents (November 11 - January 12)
- Fraud Policy
- Records Management Strategy (inc. Policy Statement & Disposal Schedule)
- Security & Premises Management Policy
- Business Continuity Plan
- Escalation Policy and Procedure
- Visit Cycle and Timeline for Visit Reports
- Annual Deanery Report to GMC
- Training Vacancies Spreadsheet

### **12.1 Senior Management**

#### **12.1.1 Senior Management Minutes**

Members received and discussed the content of the minutes from the November and January meetings of Senior Management. It was noted that Mr Mark McCarey (Corporate Governance Manager) had been co-opted unto Senior Management.

The Chairman and Administrative Director updated members on the progress for the replacement of the Postgraduate Medical Dean. It was noted that Senior Management meetings were currently lacking input from a senior member of the Hospital team and it had been suggested that one of the Associate Dean's might be co-opted, if possible, until the vacant post of the Postgraduate Medical Dean were filled.

It was recommended that the Corporate Risk Register be updated to identify the Postgraduate Medical Dean vacancy as a risk to the Agency.

It was noted that the Agency and Department had been approached by a local training provider offering their facilities and services. It was agreed that the Administrative Director and Associate Dean for Secondary Care should arrange a visit to view the accommodation and facilities offered.

Governance  
Committee

### **12.1.2 Business Services Transformation Project (BSTP)**

Both the Finance Manager and Human Resources Manager had provided updates in relation to implementation of the FPL (Finance, Procurement and Logistics) and HRPTS (Human Resources, Payroll, Travel & Subsistence) systems.

## **12.2 Performance Management**

### **12.2.1 Progress Against Business Objectives for 2011/12**

Members received and discussed in detail the update on the progress made against the business objectives set in the 2011/12 Business Plan which had been reviewed by Senior Management.

### **12.2.2 Business Plan 2012/13 & Strategic Plan 2012/15**

#### Business Plan 2012/13

Members received, discussed and approved the draft Business Plan for 2012/13, subject to further input into the General Practice and Finance sections. An earlier draft had been considered at the Non Executive Workshop held on 26 January 2012.

#### Strategic Plan 2012/15

Members also received and discussed the tabled draft Strategic Plan for 2012/15 which was approved in principle. The Chairman asked members to give further consideration to the content and forward any comments via email to the Corporate Governance Manager.

It was noted that both the Business Plan and Strategic Plan would go for consideration at the next Accountability Review with the Department which had been confirmed for 20 June 2012.

## **12.3 Risk Management**

### **12.3.1 Risk Registers**

Members received and discussed the Complaints, Incidents and Accidents reports which covered the period November 2011 – January 2012. It was noted that the Industrial Tribunal case lodged by a trainee had been withdrawn.

The Governance Committee continue to consider the key risks in relation to the Departmental Registers and the Corporate Risk

Board  
Members

Register has been revised to take account of re-grading of risks and completed actions.

### **12.3.2 Review of Procurement**

Following the November meeting of the Board, the procedures for procurement of goods and services and the Accountability Framework have been revised and implemented. It was noted that training would be provided in March for the Team Leaders.

Ms Roberts also updated members on the guidance which had been received from the Department in relation to the treatment of Single Tender Actions (STAs).

## **12.4 Records Management**

### **12.4.1 Good Management, Good Records**

The Department, after consultation with the Health and Social Care organisations had reissued the guidance in January. The guidance sets out the legal obligations of HSC organisations to maintain proper records. NIMDTA's Records Management Strategy and Policy and Disposal Schedule have been revised to take account of the new guidance.

#### **12.4.2 Policies for Review**

- Fraud Policy
- Records Management Strategy (inc. Policy Statement & Disposal Schedule)
- Security & Premises Management Policy
- Business Continuity Plan

Members received, discussed and approved the enclosed policies subject to the following minor amendments:

#### Fraud Policy

The section on Public Relations paragraph two, should be amended to state that the Fraud Liaison Officer would discuss and agree whether the findings of the investigation need to be conveyed further.

#### Business Continuity Plan

Paragraph two, last point, the word loss should be replaced by absence.

## **12.5 Quality Management**

Mr Gardiner, who was the Lead for Quality Management, updated the members on the quality agenda. The Chairman noted that huge strides have been achieved and wished to acknowledge Mr Gardiner's role and contribution to the quality agenda.

It was noted that the Quality Management Group were currently meeting fortnightly. It was agreed that confirmed minutes would in future be forwarded for information to the Chairman who would then update Non Executive Members if necessary.

Quality  
Management  
Officer

### **12.5.1 Escalation of Risks/Reconfiguration of Services**

Members received, discussed and approved the protocol for the escalation of risks and concerns arising from Deanery Inspection Visits. The protocol had been considered by the Governance Committee at their December meeting and would continue to be subject to review.

It was noted that the Visit Cycle and Timeline for Visit Reports had been revised since the last meeting to take account of comments received after consultation with the HSC Board (HSCB), Public Health Agency (PHA), DHSSPS and Trusts.

Regular meetings had now been established with the Health and Social Care Board (HSCB) and Public Health Agency (PHA) to discuss the impact on training of service reconfigurations and training issues arising from the Deanery visits.

Ms Roberts and Mr Gardiner informed members that annual monitoring had been established to look at the Learning and Development Agreement (LDA) and it had been suggested by the Trusts that it might be of benefit to increase the number of reviews to three or possible four per year.

### **12.5.2 Deanery Report for 2010/11**

Members received and discussed the Annual Deanery Report which had been submitted as required to the General Medical Council (GMC) at the end of January 2012.

Mr Gardiner highlighted relevant points of interest within the report which covered the period August 2010 – July 2011 and answered the queries put by the members. The report had been shared with the HSCB and would also go to the Department for information. Ms Roberts wished to emphasise the time and effort involved in

producing the annual report by Mr Gardiner and the Quality Management Team.

### **12.5.3 Recruitment and Selection**

Members received and discussed the training vacancies spreadsheet which had been provided. Ms Roberts updated the members on the recruitment process to date and the possible gaps within specialties anticipated from August.

### **12.5.4 Revalidation**

Ms Roberts updated members on the implications for NIMDTA. It was noted that the Department had advised that no additional funding will be available to support the role of Responsible Officer which would be held by the Postgraduate Medical Dean.

### **12.5.5 Trainee Support Group**

It was noted that due to the increasing number of trainees requiring professional support, the Trainee Support Group now meet on a monthly basis. The group discuss individual cases and ensure that the risks to the individual trainee, colleagues, employer and patients are identified and managed appropriately.

The Group continued to review the Guidance for the Management of Doctors and Dentists in Difficulty and it was noted that the framework has been revised to clarify the arrangements around the transfer of information when concerns are raised.

The issue of Doctors and Dentists in Difficulty was identified as an appropriate subject for the next Non Executive issue led workshop and it was agreed that Chairman of the Trainee Support Group would be invited to present at the next workshop scheduled for 31 May.

Chair of the  
Trainee  
Support Group

### **12.5.6 Quality 2020**

Dr Jim Livingstone (Director of Safety, Quality and Standards) had presented a presentation on the Department's strategy on improving quality in healthcare to the Board and senior members of staff on 26 January. It was noted that there would be mandatory requirements, yet to be determined.

**13 CORRESPONDENCE/REPORTS/PAPERS RECEIVED (Paper B12/12)**

The Board received and discussed the following:

- Correspondence from DHSSPS - Bribery Act 2010 – HSC(F) 02/2012 (4.1.12)

It was noted that the Agency Fraud Policy had been revised to take account of the new regulations.

**15 ANY OTHER BUSINESS**

There was no further business.

**16 DATE OF NEXT MEETING**

- Thursday 26 April 2012, Specialty Schools Room

**CONFIRMED DATES FOR 2012**

Formal Meetings

- Thursday 21 June 2012, Boardroom
- Thursday 27 September 2012, Boardroom
- Thursday 29 November 2012, Boardroom

All formal meetings will commence at 2.00 pm with a pre-lunch meeting of the non-executive Board Members commencing at 1.00 pm.

Non-Executive Members Workshops

- Thursday 29 March 2012
- Thursday 31 May 2012
- Thursday 30 August 2012
- Thursday 25 October 2012

All Workshops will commence at 2.30 pm unless otherwise advised.